**Swati Kurwade**

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**Core Competences**:

* Business Analysis Planning and Monitoring.
* Elicitation and Collaboration.
* Requirement Life cycle Management.
* Requirement Analysis and Design Definition.
* Strategy Analysis
* Solution Evaluation
* Stakeholder management
* Project management

**Technical skills:**

* Documentation Tools: MS Suite
* Prototyping & Wire frames Tools: Axure, Balsamiq
* Modeling Tools: MS Visio, Draw.io
* Database: SQL
* Project Management tool: JIRA
* Reporting Tools: Power BI, Tableau

**Domain knowledge:**

* Student Information System
* Retail & E-Commerce
* Customer Support & Service

**Education:**

Bachelor of Engineering (Civil)

**Certificates:**

* Certified IT – Business Analyst (IIBA [EEP])
* Certified Project Planning and Management Professional (Master Diploma in PPM-Synergy Business School)

**Soft skills:**

* Interpersonal Skills
* Effective Communication
* Active Listening
* Time Management
* Team Collaboration
* Critical Thinking
* Problem-Solving

**Career object:**

Aspiring Business Analyst with expertise in SDLC (Waterfall & Agile), requirement gathering, and stakeholder collaboration. Skilled in business analysis methodologies, documentation, and project management tools. Eager to apply analytical and technical skills to drive business success.

**Profile summary:**

* In-depth knowledge of SDLC in both Waterfall & Agile methodologies.
* Proficient in Waterfall Model: Gathered requirements using elicitation techniques; prepared BRD, FRD, SRS, RACI Matrix, and BCD; created UML Diagrams, and prototypes, and tracked requirements through RTM. Well versed with UAT and handling change request.
* Expert in Agile Scrum: Created user stories and added acceptance criteria, BV & CP, Sprint & Product Backlogs; conducted various sprint meetings; prepared Sprint & Product Burndown charts, ensured DOR and DOD checklists.

**Work Experience:**

Project: Graduate Admissions Customer Relationship Management System (GATS CRMS) – Agile

Role: Business Analyst

* Gathered requirements using elicitation techniques and created user stories with acceptance criteria in JIRA.
* Prioritized requirements using MoSCoW & FURPS and added user stories to the sprint backlog.
* Assisted in DOR and DOD checklist creation with the Product Owner and Scrum Master.
* Participated in sprint ceremonies, removed roadblocks, and tracked progress using burn-down/burn-up charts.
* Engaged in product planning and UAT to ensure successful sprint delivery.
* Managed Agile processes, tracked tasks in JIRA, and led sprint planning sessions.

Project: Graduate Admissions Lead Management System (GATS LMS) – Waterfall

Role: Business Analyst

* Conducted Enterprise Analysis, Stakeholder Analysis, and prepared RACI Matrix under senior BA’s guidance.
* Documented BRD, FRD, and SRS and collaborated with the technical team for requirement clarity.
* Designed UML diagrams and wireframes using MS Visio, Balsamiq, Draw.io, and Axure.
* Maintained RTM and assisted in UAT and test case preparation.
* Facilitated stakeholder communication,documented requirements, and ensured requirement traceability.